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file 1.4.5

So that you can better understand your role as telecommunications

[redacted] STAT

Don - file we should file this for future reference

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COMM 1-2/150
5 October 1984

84- 9216/2

Comm

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: National Telecommunications and Information Systems Security Committee (NTISSC) Representation

12 OCT 1984

1. The National Security Decision Directive (NSDD) Number 145 signed into effect 17 September 1984 by the President, provides for your representative's participation in the work of the National Telecommunications and Information Systems Security Committee (NTISSC). Your representative should have a Top Secret clearance and should be prepared to personally attend Committee meetings. There will be no provisions for alternates.

2. The Executive Secretary of the NTISSC is [redacted] STAT telephone (301) 688-6811. Please provide him the STAT name, mailing address and phone number(s) for your representative not later than 19 October 1984.

3. Enclosed are proposed operating procedures for the NTISSC and its two permanent subcommittees. These will be adopted at the first NTISSC meeting scheduled for 8 November 1984, from 0900-1100, in the Secretary of Defense's Conference Room, room 3E912, the Pentagon. An agenda will be forwarded to your representative prior to the meeting. In addition to the information requested above, comments/concurrence in the proposed procedures and suggested agenda topics should also be forwarded to the Executive Secretary by 19 October 1984. [redacted] STAT mailing address is: National Security Agency, Attn: Executive Secretary, NTISSC/S08, Fort George G. Meade, Md. 20755-6000.

3E869

4. I wish to take this opportunity to welcome in advance your representative to the Committee and to participation in Committee activities.

Regards,

Donald C. Latham

DONALD C. LATHAM
Chairman,
National Telecommunications and
Information Systems Security Committee

3 Encls:
a/s

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NTISS rective No. 900
Date:

GOVERNING PROCEDURES
of the
NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

Section I - Establishment and Purpose

1. National Security Decision Directive (NSDD) 145, entitled "National Policy on Telecommunications and Automated Information Systems Security," dated September 17, 1984, establishes initial national objectives, policies, and an organizational structure to guide the conduct of national activities directed toward safeguarding systems which process or communicate sensitive information from hostile exploitation, establishes a mechanism for policy development, and assigns responsibilities for implementation. The Directive, Section 3, establishes a senior level steering group, an interagency group at the operating level, an executive agent, and a national manager to implement these objectives and policies.

2. The purpose of this National Telecommunications and Informations Systems Security (NTISS) Directive is to establish the operating procedures governing the National Telecommunications and Information Systems Security Committee, and subordinate bodies as well as delinate the interrelationships between and among the Committee and the Systems Security Steering Group, the Executive Agent, and the National Manager. NSDD-145, Section 4, creates and specifies one of the responsibilities of the Systems Security Steering Group (the "Steering Group"), will be to monitor the activities of the operating level National Telecommunications and Information Systems Security Committee (the "Committee") and provide guidance for its activities.

Section II - Membership and Officers

1. The National Telecommunications and Information Systems Security Committee (NTISSC) shall be chaired by the Assistant Secretary of Defense for Command, Control, Communications and Intelligence, ASD(C3I), and be composed of those Federal departments, agencies, or entities ("organizations") designated in NSDD-145, Section 5, and listed in this Directive as Appendix A.

2. Each participating NTISSC member organization shall designate a "representative" to serve on and attend to Committee functions, meetings, or activities.

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3. Other Federal organizations may be invited or designated, as the Committee recommends, by the Chair of the NTISSC to participate on an observer member basis. Such organizations with observer status may attend meetings and participate in Committee activities.

4. All organizations designated as members of the Committee, or invited to participate, shall accredit in writing to the Chair, their representatives or observers for participation in the Committee.

5. Personnel participating in the activities of the Committee, and subordinate bodies, shall possess, as a minimum, a TOP SECRET security clearance. Written verification of security clearances shall be submitted to the Executive Secretary.

Section III - Subordinate Bodies of the NTISSC

1. The Committee shall have two permanent subordinate bodies: a Subcommittee on Telecommunications Security and a Subcommittee on Automated Information Systems Security. The subcommittees shall interact closely and any recommendations concerning implementation of protective measures shall combine and coordinate both areas as appropriate. The permanent subcommittees shall be comprised of representatives from the same organizations which comprise the Committee.

2. The Committee may establish such other permanent and temporary subordinated bodies as necesary to discharge its activities and responsibilities. These bodies may be composed of representatives or other individuals as the Committee shall select, and must be established by majority vote of the Committee.

3. Subordinate body procedures and specific responsibilities shall be governed by separate charter.

4. The Committee or the Chair, as appropriate, shall provide guidance to ensure the effective functioning of subordinate bodies.

5. The Committee shall have a permanent Executive Secretariat composed of personnel of the National Security Agency and such other personnel from organizations represented on the Committee as are requested by the Chair.

Section IV - Activities and Responsibilities

1. The activities and responsibilities of the NTISSC are directed by NSDD-145. In order to execute these activities and responsibilities the NTISSC shall:

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a. develop, through attendance and participation in meetings or other activities, operating policies, objectives, and priorities on matters of telecommunications security and automated information systems security;

b. provide telecommunications and automated information systems security guidance to the departments and agencies of the government;

c. monitor and provide guidance and direction to the operating level subordinate bodies of the Committee.

d. maintain liaison with the National Communications Systems Committee of Principals and such other departments and agencies as from time to time are required to accomplish the objectives and policies set forth in NSDD-145.

2. The Committee representatives shall:

a. be fully empowered to act on behalf of their respective organizations on Committee matters;

b. serve as their organizations' point of contact for Committee and other matters related to the NTISSC;

c. provide complete and timely staffing of Committee actions within their organizations;

d. provide, through attendance and participation in Committee meetings, or other functions, their respective organizations' positions on matters before the Committee;

e. serve as representatives to subordinate Committee bodies at the discretion of their organizations and provide guidance to other individuals from their organizations serving on subordinate bodies;

f. provide reports, comments, or recommendations to the Committee, as required, through the Executive Secretary;

g. ensure that their respective organizations are apprised of Committee matters and other activities related to the Committee.

3. The Chair, and the Systems Security Steering Group, in addition to the responsibility to keep the Executive Agent informed of significant current matters under consideration by the Committee, shall:

a. convene, preside over, and adjourn Committee meetings;

b. receive from and distribute to the Committee reports, comments, and recommendations through the Executive Secretary;

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c. endorse, sign, or otherwise certify actions of the Committee; and

d. provide, through the Executive Secretary, the necessary support for Committee activities, including the timely dissemination of meeting announcements, proposed agendas, current membership rosters, and minutes of Committee meetings.

4. The Executive Secretary shall:

a. assist and provide support to the National Manager as Executive Secretary to the Systems Security Steering Group;

b. provide administrative support to the Committee and maintain official records of Committee meetings and other activities, including the assignment of serials for documents submitted to the Committee for consideration;

c. distribute correspondence to the Chair and representatives of the Committee, the Executive Agent, the National Manager, or other government organizations, as appropriate;

d. establish and maintain a national system for promulgating the operating policies, directives, guidance, or other issuances, which may be required pursuant to NSDD-145 or as the Committee or the Chair so require; and

e. maintain a current roster of the names and security clearances of all participants in the Committee and subordinate bodies, either permanent or temporary.

5. The NSA shall provide facilities and support to the Executive Secretariat as required and other organizations represented on the Committee shall provide facilities and support as requested by the Chair, through the Executive Secretary.

Section V - Meetings

1. The Chair of the Committee shall not convene a meeting unless a quorum is present. A quorum shall constitute the presence of one more than one half of the representatives.

2. The Committee shall meet at the call of the Chair or, upon request to the Chair by a majority of its representatives. The Committee should meet at least once each calendar quarter, however, a minimum of two Committee meetings shall be convened each calendar year. At the final meeting each calendar year, the Committee shall establish a tentative schedule of meetings for the forthcoming year.

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3. Agenda items for Committee meetings will be submitted to the Chair through the Executive Secretary and all timely submitted agenda items shall be included on the agenda. All agenda items will be taken in the normal order of business of the meeting for which proposed, unless withdrawn by the sponsor or otherwise disposed of by vote of the representatives at the meeting. The Executive Secretary shall distribute supporting material for agenda items for review by the membership prior to meetings provided that such material is submitted to the Executive Secretary sufficiently in advance of the meeting.

4. Subordinate bodies shall meet at the call of their respective Chairs or as established by Charter as necessary to accomplish assigned tasks.

5. Except in emergency circumstances, notice of scheduled Committee meetings and proposed agendas shall be provided by the Executive Secretary ten calendar days prior to the meeting date. Additions to published agendas require approval by the meeting participants.

6. Minutes of all Committee meetings shall be prepared by the Executive Secretary and submitted to the representatives for review no later than ten calendar days following the meeting. The minutes shall, as a minimum, describe and record the vote on each decision made in the meeting.

7. Minutes, summaries, or reports, as appropriate, of subordinate body meetings shall be prepared by the Chair of each subordinate body. Copies shall be provided to the Executive Secretary of the Committee no later than twenty calendar days following each meeting or the final meeting, as appropriate.

Section VI - Voting

1. All represented organizations shall have one vote each on matters before the Committee. The Chair shall vote in the event of a tie. All issues before the Committee will be decided, and recommendations and decisions made, by a majority vote of the representatives present and voting. Minority or dissenting views shall be recorded at the request of any representative.

2. Voting may be conducted by mail or telephone, barring written objection from any representative, in which case the Chair may call a special meeting to conduct the vote.

3. Representatives who are absent from a meeting may subsequently register, through the Executive Secretary, a formal position for the record with the Chair. Such action shall not affect the outcome of any formal vote.

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4. Observers to the Committee shall not be considered in determining a quorum and shall not cast votes.

5. Members or representatives, as appropriate, shall neither promise nor cast proxy votes.

Section VII - Reporting Procedures

1. The Committee shall submit annually to the Steering Group its findings on the threat to and evidence of the exploitation of Government, including Government contractor, telecommunications and automated information security systems.

2. The Committee shall, through the Executive Secretary, be reponsible for maintaining a National Telecommunications and Information Systems Security (NTISS) issuance system for the purposes of promulgating policies, issuing directives and guidance, and disseminating advisory information. These issuances shall be in conformance with Appendix B.

3. The Committee shall approve the release of sensitive technical security, material, information, and techniques to foreign governments or international organizations with the concurrence of the Director of Central Intelligence for those activities which the DCI manages.

4. The Committee shall develop procedures to identify systems which handle sensitive non-government information in order to encourage, advise and, where appropriate, assist the private section in applying security measures.

5. The Chair shall forward other decisions, recommendations, or findings and recorded minority or dissenting views as determined by the Committee or as otherwise required by the Steering Group.

6. Committee representatives shall forward, through the Executive Secretary within the time specified by the Chair, copies of such implementing issuances for their respective organizations as may be required by the promulgation of NTISS policies, directive, or instructions.

7. Subordinate body reports and recommendations shall be submitted, throught he Executive Secretary, to the Chair for appropriate action. The receipt of reports and recommendations by the Chair shall not signify approval. Following receipt by the Chair, the reports and recommendations shall be reviewed, formally approved or disapproved, and forwarded, as appropriate.

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Appendix A

National Telecommunications and Information Systems Security Committee Membership

In accordance with Section 5 of NSDD-145, the National Telecommunications and Information Systems Security Committee shall comprise representatives of the following organizations:

Chair

Assistant Secretary of Defense for Command, Control, Communications and Intelligence*

Representatives

Assistant to the President for National Security Affairs
The Secretary of State
The Secretary of the Treasury
Director, Office of Management and Budget
The Attorney General
The Secretary of Commerce
The Secretary of Transportation
The Secretary of Energy
Director of Central Intelligence
Chairman, Joint Chiefs of Staff
Director, National Security Agency
Administrator, General Services Administration
Director, Federal Bureau of Investigation
Director, Federal Emergency Management Agency
The Chief of Staff, United States Army
The Chief of Naval Operations
The Chief of Staff, United States Air Force
Commandant, United States Marine Corps
Director, Defense Intelligence Agency
Manager, National Communications System

*Also serves as the representative of the Department of Defense.

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APPENDIX B

NATIONAL TELECOMMUNICATIONS AND INFORMATION SYTEMS SECURITY (NTISS) ISSUANCE SYSTEM

A National Telecommunications and Information Systems Security (NTISS) issuance system is established for purposes of promulgating objectives and policies, issuing directives and guidance, and disseminating advisory information. As a minimum, the System shall include:

1. **NTISS Policies:** May be issued by the Steering Group or the Committee and promulgated by its respective Chair subsequent to a favorable vote by the members or representatives, as applicable. Policy issuances reflect statements of national goals and objectives which are applicable to and binding upon the departments and agencies of the government. NTISS policies shall be issued in the following series:

001-009	General - applicable to telecommunications security (COMSEC), information systems security (COMPUSEC), and systems security countermeasures (TEMPEST).
100-199	COMSEC
200-299	COMPUSEC
300-399	TEMPEST
400-499	Reversed ?

2. **NTISS Directives:** These issuances are directive upon departments and agencies of the government and are promulgated by the Executive Agent, or the Chair when so delegated by the Executive Agent. Directives shall be coordinated among the represenatatives. Directives shall be numbered as follows:

500-599	General
600-699	COMSEC
700-799	COMPUSEC
800-899	TEMPEST
900-999	Administrative

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3. **NTISS Instructions:** These issuances provide instructional guidelines and establish technical criteria on specific security matters for implementation by Committee representatives within their respective organizations. They shall be promulgated by the National Manager subsequent to coordination with the Committee and are applicable to and binding upon departments and agencies of the government. Instructions shall include legal, technical, or implementation guidelines, restrictions, and procedures that are generally applicable to the conduct of telecommunications security and automated informations security programs or activities. They shall be numbered as follows:

1000-2999 General

3000-4999 COMSEC

5000-6999 COMPUSEC

7000-8999 TEMPEST

9000-9999 Administrative

4. **NTISS Advisory and Information Memoranda:** These issuances shall provide advice, assistance, or information of general interest to all applicable departments and agencies on matters of telecommunications security and automated information systems security and shall be issued by the National Manager. They shall be numbered as follows:

GENERAL/1-(YR) -- one-up series by year

COMSEC/1-(YR) -- one-up series by year

COMPUSEC/1-(YR) -- one-up series by year

TEMPEST/1-(YR) -- one-up series by year

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NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

CHARTER

for the

SUBCOMMITTEE ON AUTOMATED INFORMATION SYSTEMS SECURITY

The National Policy on Telecommunications and Automated Information Systems Security (National Security Decision Directive 145) authorizes and directs the establishment, under the National Telecommunications and Information Systems Security Committee (NTISSC), of a permanent Subcommittee on Automated Information Systems Security (SAISS). In accordance with the policies of NSDD-145 and the Governing Procedures of the NTISSC, this Charter specifies the organization, responsibilities, and mission of the SAISS.

Matters under the cognizance of the SAISS and subject to the deliberations and actions of the SAISS include automated information systems security and other such related areas as may be determined by the subcommittee to be appropriate.

1. The Subcommittee shall be composed of one voting representative from each organization of the National Telecommunications and Informations Systems Security Committee. One alternate for each principal SAISS representative shall be designated to act with plenary powers in the absence of the principal. Members, alternate members, and observers shall have a TOP SECRET clearance.

2. Departments, Agencies and other government organiza-tions committed to expeditious implementation of national automated information systems security policy, and which are not represented on the NTISSC, may be invited by the Chair, NTISSC to participate in SAISS activities. Each such organization may be represented on the SAISS by an observer, who shall have all rights and privileges of representatives, except the right to vote.

3. The SAISS Chair will be the Director, DoD Computer Security Center. The NTISSC Secretariat also will serve as the secretariat to the SAISS.

4. The SAISS representatives should meet at least once per quarter each calendar year or more often at the call of the

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Chair or at the request of a majority of the representatives, but not less than two times per year. A tentative agenda for each subsequent year shall be established by the Secretariat before the end of the last quarter of the current calendar year.

5. The permanent subcommittee shall have as its procedures the following:

a. The SAISS will reach decisions on matters within its cognizance by majority vote. In the event of a deadlock, matters will be decided by the Chair. Dissenting views, with supporting rationale, may be provided by any representative and brought to the attention of the NTISSC Secretariat ~~for referral~~ and referred to the full Committee.

b. Subjects for consideration by the SAISS may be referred to it by the NTISSC or by any SAISS representative or observer. The Secretariat will at least annually specifically solicit issues from the SAISS representatives for the forthcoming year.

c. The Chair will publish an agenda and summary minutes of the SAISS and its working groups which shall be the official record of business. The agenda shall be provided 10 working days before each meeting and the minutes within 10 working days after each meeting.

d. Such other procedures as may be required to conduct the chartered activities of the SAISS may be determined by the Chair or the full SAISS membership as appropriate.

6. The SAISS Subcommittee is empowered to establish such temporary working groups, committees or ad hoc bodies as may be necessary to accomplish its responsibilities under the provisions of this Charter. Such bodies will establish their own procedures, but be established only for such definite term as the Chair so designates.

7. The SAISS Subcommittee is responsible to the full NTISSC membership for, and reports to the NTISSC Chair on:

a. Developing, formulating and recommending, for approval and establishment by the NTISSC, specific operating policies, objectives, and priorities, affecting matters under the cognizance of the SAISS as may be required to achieve the broad automated information systems security policies and objectives established by NSDD-145, or such guidance as may be subsequently issued by the Systems Security Steering Group.

b. Developing a program to work with the private sector in accordance with NSDD-145.

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c. Providing a forum for the interchange of information among NTISSC member organizations, their subordinates and representatives, on all aspects of automated information systems security.

d. Evaluating annually the status of automated information systems security with respect to established objectives and policies and submit that evaluation to the Chair, NTISSC. Included in the evaluation will be information on the threat to and evidence of exploitation of U.S. Government and government contractor automated information systems.

e. Developing automated information systems security guidance for NTISSC to provide to the departments and agencies of the government. Guidance as defined herein refers to a policy, direction, decision, instruction or advice which concerns planning, programming, budgeting, allocating, or applying automated information systems security requirements, standards, criteria, equipments, applications and resources, both human and fiscal.

f. Interacting with other permanent or temporary subcommittees of the NTISSC as necessary to combine, coordinate or advise on the implementation of security or protective measures where appropriate. This interaction shall take into consideration the differing levels of technology which may prevail among or between countermeasures systems.

g. Providing status reports and identifying actions and subjects which require the attention of the NTISSC in support of promoting and expediting the implementation of automated information security programs throughout the government and, insofar as it impacts on the exchange of classified or sensitive information between industry, the government, and the private sector.

h. Performing or carrying out other responsibilities relating to automated information systems security as may be directed by the NTISSC.

8. The effective date of this Charter is _____. The Charter and activities of the SAISS will be reviewed biennially by the NTISSC.

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NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

CHARTER

for the

SUBCOMMITTEE ON TELECOMMUNICATIONS SECURITY

The National Policy on Telecommunications and Automated Information Systems Security, (National Security Decision Directive 145) authorizes and directs the establishment, under the National Telecommunications and Information Systems Security Committee (NTISSC), of a permanent Subcommittee on Telecommunications Security (STS). In accordance with the policies of NSDD-145 and the Governing Procedures of the NTISSC, this Charter specifies the organization, responsibilities, and mission of the STS.

Matters under the cognizance of the STS and subject to the deliberations and actions of the STS include telecommunications technology, secure voice systems, secure record and data systems, space and satellite telecommunications systems, weapons and strategic defense telecommunications systems, command and control telecommunications systems, compromising emanations, and other such related areas as may be determined by the Subcommittee to be appropriate. The Subcommittee also subsumes the responsibilities of the former National Communications Security Committee Subcommittee on Compromising Emanations.

1. The Subcommittee shall be composed of one voting representative of each organization of the NTISSC. One alternate for each principal STS representative shall be designated to act with plenary powers in the absence of the principal. Members, alternate members and observers shall have a TOP SECRET clearance.

2. Departments, Agencies and other government organizations committed to expeditious implementation of national telecommunications security policy, and which are not represented on the NTISSC, may be invited by the Chair, NTISSC to participate in STS activities. Each such organization may be represented on the STS by an observer, who shall have all rights and privileges of representatives, except the right to vote.

3. The Chair of the STS shall be the Assistant Secretary, Electronic Systems and Information Technology, Department of the Treasury. The NTISSC Secretariat also will serve as the secretariat to the STS.

4. The STS representatives should meet at least once per quarter each calendar year or more often at the call of the Chair or at the request of a majority of the representatives, but not less than two times per year. A tentative agenda for each subsequent year shall be established by the STS Secretariat before the end of the last quarter of the current calendar year.

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5. The permanent subcommittee shall have as its procedures the following:

a. The STS will reach decisions on matters within its cognizance by majority vote. In the event of deadlock, matters will be decided by the Chair. Dissenting views, with supporting rationale, may be provided by any representative and brought to the attention of the NTISSC Secretariat for referral to the full Committee.

b. Subjects for consideration by the STS may be referred to it by the NTISSC or by any STS representative or observer. The Secretariat will at least annually specifically solicit issues from the STS representative for the forthcoming year.

c. The Chair will publish an agenda and summary minutes of the STS and its working groups which shall be the official record of business. The agenda shall be provided 10 working days before each meeting and the minutes within 10 working days after each meeting.

d. Such other procedures as may be required to conduct the chartered activities of the STS may be determined by the Chair or the full STS membership as appropriate.

6. The STS Subcommittee is empowered to establish such permanent or temporary working groups, committees or ad hoc bodies as may be necessary to accomplish its responsibilities under the provisions of this Charter. Such bodies will establish their own procedures, but be established only for such definite term as the Chair so designates.

7. The STS Subcommittee is responsible to the full NTISSC membership for, and reports to the NTISSC Chair on:

a. Developing, formulating and recommending, for approval and establishment by the NTISSC, specific operating policies, objectives, and priorities, affecting matters under the cognizance of the STS, as may be required to achieve the broad telecommunications security policies and objectives established by NSDD-145, or such guidance as may be subsequently issued by the Systems Security Steering Group.

b. Developing a program to work with the private sector in accordance with NSDD-145.

c. Providing a forum for the interchange of information among NTISSC member organizations, their subordinates and representatives, on all aspects of telecommunications security.

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d. Evaluating annually the status of telecommunications systems security with respect to established objectives and policies and submit that evaluation to the Chair, NTISSC. Included in the evaluation will be information on the threat to and evidence of exploitation of U.S. Government and government contractor telecommunications systems.

e. Developing telecommunications systems security guidance for NTISSC to provide to the departments and agencies of the government. Guidance as defined herein refers to a policy, direction, decision, instruction or advice which concerns planning, programming, budgeting, allocating, or applying telecommunications security requirements, standards, criteria, equipments, applications and resources, both human and fiscal.

f. Interacting with other permanent or temporary subcommittees of the NTISSC as necessary to combine, coordinate or advise on the implementation of security or protective measures where appropriate. This interaction shall take into consideration the differing levels of technology which may prevail among or between countermeasures systems.

g. Providing status reports and identifying actions and subjects which require the attention of the NTISSC in support of promoting and expediting the implementation of telecommunications security programs throughout the government and, in so far as it impacts on the operations of related communications between industry, the government, and the private sector.

h. Performing or carrying out other responsibilities relating to telecommunications security as may be directed by the NTISSC.

8. The effective date of this Charter is _____. The Charter and activities of the STS will be reviewed biennially by the NTISSC.

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